



**Water & Wastewater Commission
Review and Recommendation**

Commission Meeting Date:	January 9, 2019
Council Meeting Date:	January 31, 2019
Department:	Purchasing
Client:	Terry Delaney, Danielle Lord, Anna Bryan-Borja, and David Anders
Agenda Item	
<p>Authorize award and execution of a multi-term contract with Austin Mobile Locksmith, LLC, to provide locksmith services, for up to five years for a total contract amount not to exceed \$890,000. This is a multi-department contract. Austin Water's requested authorization is \$52,500.</p>	
Amount and Source of Funding	
<p>Funding in the amount of \$7,000 is available in the Fiscal Year 2018-2019 Operating Budget of Austin Water. Funding for the remaining contract term is contingent upon available funding in future budgets.</p>	
Purchasing Language:	The Purchasing Office issued an Invitation for Bids (IFB) 8200 GLB1009 for these services. The solicitation issued on October 8, 2018 and it closed on October 25, 2018. Of the two offers received, the recommended contractor submitted the only responsive offer.
Prior Council Action:	N/A
Boards and Commission Action:	January 9, 2019 – To be reviewed by the Water and Wastewater Commission.
MBE/WBE:	This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this solicitation, there were an insufficient number of certified M/WBEs; therefore, no subcontracting goals were established.

The contract will provide locksmith services for the City. Services include maintenance, repair, and replacement parts for various types of security locking hardware including mechanical locks and electronic locks on an as-needed basis to ensure employee and public safety on City premises.

This contract replaces the current contract which expires on February 15, 2019. The requested authorization amounts were determined using historical spend, the inclusion of additional departments on the contract, and an allowance for increase in future years.

The recommended contractor is not the current provider of these services. The services provided under this contract will comply with all City and Federal guidelines as they relate to security locking hardware maintenance and repair.

Contract Detail:

Contract Term	Length of Term	Contract Authorization
Initial Term	2 Years	\$356,000
Optional Extension 1	1 Year	\$178,000
Optional Extension 2	1 Year	\$178,000
Optional Extension 3	1 Year	\$178,000
TOTAL	5 Years	\$890,000

Note: Contract Authorization amounts are based on the City’s estimated annual usage.

BID TABULATION

To provide Locksmith Services – Austin Mobile Locksmith, LLC.

VENDOR

TOTAL BID

Austin Mobile Locksmith, LLC

\$890,000.

Cothron’s Safe and Lock

*

*Bidder was deemed non-responsive – did not meet requirements of the solicitation.

PRICE ANALYSIS

- a) Award of contract is recommended based on only responsive bidder meeting the requirements of the solicitation.
- b) Solicitations: 105 notices were sent, including 8 MBE and 6 WBE firms, 1 responsive bid was received with no M/WBE firms responding.
- c) Estimated need was determined based on past expenditures and estimated future need.
- d) Cost Analysis: The proposed contract represents an approximate 25% decrease from the previous contract.

APPROVAL JUSTIFICATION

- a) Austin Water concurs with Central Purchasing recommended award.